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WARNING

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TOP SECRET

31 March 1970

MEMORANDUM FOR: All Agency TCOs*

SUBJECT : Estimate of T-KH Billet Requirements for CY 1970

1. The Agency is required by USIB-D-46.2/13, dated 6 March 1970, to submit its annual estimate of T-KH billet requirements for CY 1970. This submission must include an accurate total of those individuals currently cleared (as discussed below), plus an estimate of additional billets required for the remainder of calendar year 1970, identifying those needed for ZARF clearances only. Each component TCO or Administrative Officer is requested to submit a report to his Directorate TCO who will then submit a combined report for his Directorate to the Deputy TCO/CIA by 10 April 1970.

2. To arrive at a meaningful and realistic estimate, it is essential that each component within the Agency know the exact number of individuals cleared and on duty. To aid in determining this figure, there is attached a machine run from the official records maintained by the Compartmented Information Branch (CIB) of the Office of Security showing the names and the total number of individuals cleared in your component as of 25 March. The CIB is charged with maintaining on a current and continuing basis the official T-KH clearance records for the Director of Central Intelligence. These records can only be as accurate as the information submitted to the CIB. Spot checks of the current runs show many discrepancies such as misspellings, duplicate listings of maiden and marriage names, continued listings of transferred, retired and resigned personnel and omissions of some on-duty cleared individuals. In order to arrive at an exact total of clearances in your organization, it is requested that you check each entry contained

* In those Agency components where the administrative office is responsible for requesting T-KH clearances and for maintaining the clearance records, it is requested that the TCO pass this memorandum to the Administrative Officer for action.

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in the attached CIB list against the records maintained by your administrative office. (For further instructions on the method of correcting specific discrepancies uncovered as a result of this review, please contact the CIB on red lines 1552 or 1889 or black line 5507.)

3. Because of the numerous internal changes within the Agency during the past several years and the increased number of T-KH clearances which have been granted Agency personnel, the billet structure established in 1964 has become outdated and is therefore being abolished. A specific billet number for each clearance will no longer be required.* The estimate you prepare and submit in response to this request will, when approved, become your component's authorized allotment of billets for 1970. Each month you will be furnished a completely revised machine run (similar to the one attached) which will list all individuals cleared in your organization. Information contained in these runs will be based on clearance requests you have submitted and information you have provided the CIB during the month on transfers and other changes. The total number of authorized T-KH billets for your organization will appear as the last entry on the machine run immediately following the entry showing the total number of individuals currently cleared in your organization. It is requested that you and/or the Administrative Officer review each month's listing and report any corrections to the CIB. If the actual number of clearances reaches the authorized billet allotment for your organization at any time during the year, a request must be submitted to the Deputy TCO/CIA (via the Directorate TCO) for an increased billet allotment before any additional clearances can be approved.

4. In summary, it is requested:

a. that component TCOs and/or Administrative Officers check the attached CIB list against their personnel records in order to determine an accurate total of T-KH cleared individuals currently on duty within their organizations;

* Some components may wish to continue using individual numbered billet designations for internal accounting purposes. If so, it is requested that these designations not be included on future 2018a clearance forms. The individual's name and social security number are sufficient for Agency accounting purposes under the new system. ✓

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b. that, as a result of this review, component TCOs and/or Administrative Officers contact the CIB for guidance on correcting any discrepancies, and for future reporting of changes as they occur.

c. that component TCOs and/or Administrative Officers, using the current clearance totals arrived at in a. above as a base figure, estimate their total billet requirements for CY 1970. All estimated requirements for future billets must identify those which will be needed for ZARF only. (Example: number of individuals currently cleared for T-KH: 71; estimated number of billets required for CY 1970: 80; estimated number of new clearances for ZARF only: 2.)

d. that all component TCOs and/or Administrative Officers forward their 1970 billet requirements to their Directorate TCOs, who will forward a combined report to the Deputy TCO/CIA by 10 April 1970.

5. Any questions concerning the report currently due or the operation of the new billet control system should be addressed to the assistant to the Deputy TCO/CIA, [redacted] on x7871 or red line 1724.

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[redacted]
Deputy TALENT Control Officer, CIA

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Attachment: as stated

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